User's Guide

Regency™ Series 200
Single Line Telephone

4666-200(2003 04) ©

Notes

Safety Precautions, Care and Maintenance

When using your telephone equipment, follow basic safety precautions to reduce the risk of fire, shock and injury to persons:

1. Read all instructions.

2. Follow all warnings and instructions marked on the product.

3. Before cleaning, **unplug** this product from the wall. Use a damp cloth for cleaning. Do not use liquid cleaners or aerosol cleaners.

4. **Do not** use this product near water, for example, near a bathtub, washbowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool.

5. **Do not** place this product on an unstable cart, stand, or table. The product may fall, causing damage to the product.

6. **Do not** block or cover the slots and openings in the cabinet and on the back or bottom of the product. **Do not** place the product on the bed, sofa, rug, or other similar surface.

7. **Do not** place this product near or over a radiator or heat register.

8. **Do not** place this product in a built-in installation unless proper ventilation is provided.

9. **Never** push objects of any kind into this product through cabinet slots. This could result in fire or electric shock. Never spill liquid of any kind on the product.

10. To reduce the risk of electric shock, **do not** disassemble this product. When service or repair is required, take it to a qualified serviceperson.

11. Unplug this product from the wall outlet and refer servicing to qualified personnel under the following conditions:

    a) If liquid has been spilled into the product.

    b) If the product has been exposed to rain or water.

    c) If the product does not operate according to the operating instructions.

    d) If the product has been dropped or the cabinet has been damaged.

    e) If the product exhibits a distinct change in performance.

12. **Do not** use the telephone (other than a cordless type) during an electrical storm. There is a remote risk of electrical shock from lightning.

13. **Do not** use the telephone to report a gas leak if the telephone is in the vicinity of the leak.

14. Keep the telephone dry. Wipe immediately if wet. Liquids may contain minerals that can corrode the electronic circuits.

15. Use and store the telephone in a moderate temperature environment. Extreme temperatures can shorten the life of electronic devices, damage batteries and distort or melt plastic parts.

16. Keep the telephone away from excessive dust and dirt.

17. Wipe the telephone with a damp cloth occasionally to keep it looking new. Do not use harsh chemicals, cleaning solvents or strong detergents to clean the telephone.

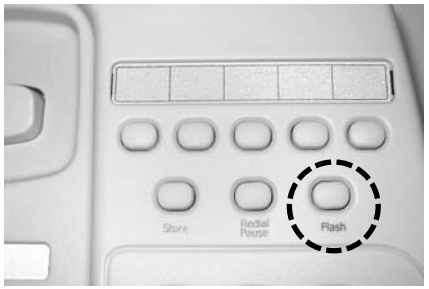
Handset Volume Control

With the handset off-hook, press the arrows on the **VOLUME** key repeatedly to increase or decrease the volume. The volume of the handset receiver can be increased by 12 to 18 decibels.

Note:
The handset volume control switch will automatically reset back to its normal level when hanging up. This will ensure that the handset volume resets back to normal for the next phone call.

Flash Key

The **FLASH** key is an electronic timed line break of 600 milli seconds, like hanging up momentarily, that is used for accessing line features provided by your telephone company or by your telephone system. For example, many times a flash is used for accessing features such as Call Waiting. When used in a Centrex application, it can be used to access other features like Call Pick-Up, Call Transfer, etc. Contact your telephone system coordinator or your local telephone company for further information regarding your line features.



Redial Key

The REDIAL key is used to automatically redial the last number dialed.

To use:

1 Lift the handset.

2 Press the REDIAL key.

3 The number that was last dialed will automatically be dialed.

In Use Line Indicator

The LED will illuminate to indicate that another phone is in use and sharing the same line.

Congratulations on the purchase of your Regency™ Series single line telephone. This high precision electronic device includes advanced features suitable for use in today's environment and requires minimum maintenance. It is simple to install and easy to use — especially with your Telephone Company operating features.

Read this user's guide to become familiar with all aspects of your new telephone:

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The FEATURES of this telephone are:

- Single line
- 5 Speed Dial memory locations
- * One touch message retrieval feature
- Electronic hold with a back-lit indicator
- In-use line status indicator
- Tone dialing
- Ringer volume control
- Convenient data port
- Handset volume control (ADA compliant)
- Last number redial key
- Flash Key
- Pause key
- Desk or wall mountable
- Fully modular, easy to install

**** Message Manager (voice mail) is a features that requires a subscription to your local Telephone Company. This telephone feature will not work unless you are a subscriber.***

Data Port

The data port (jack) on the side of the base unit is used to plug in any standard telephone device such as a:

- fax machine
- base station for a cordless telephone
- computer modem
- answering machine

Note: There is a plastic safety plug inserted into the data jack which must be removed using a small tool such as tweezers.

BE SURE TO UNPLUG THE TELEPHONE LINE CORD FROM THE REAR OF THE TELEPHONE PRIOR TO REMOVING THIS SAFETY PLUG.

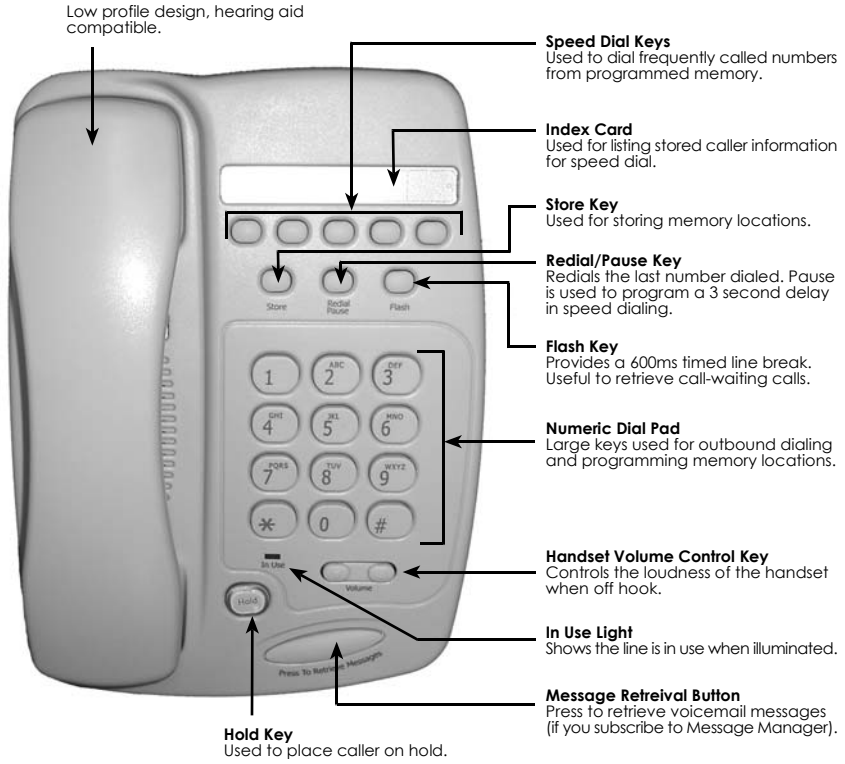
Hold Key

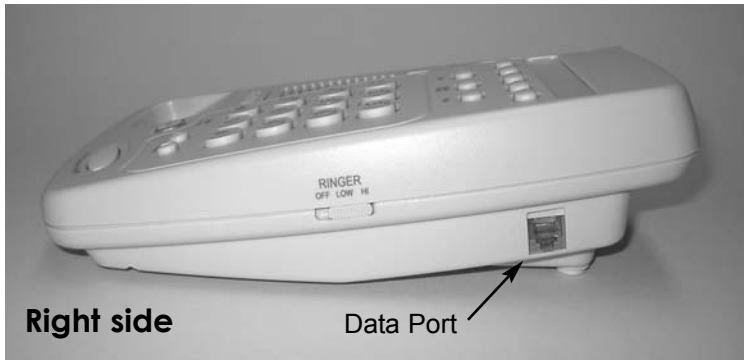
To use, press the HOLD key. The key will illuminate indicating that the line is on hold.

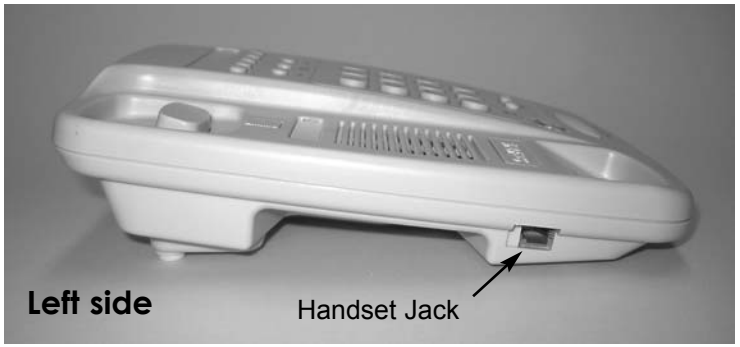
When placing a caller on hold, the handset can be returned to its on-hook position. The line will not be disconnected. To return to the caller, lift the handset.

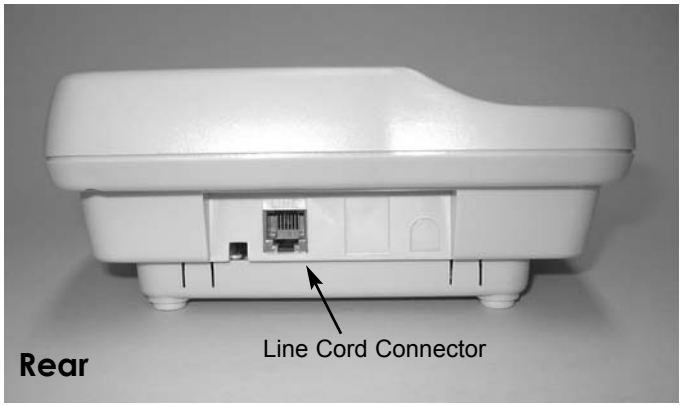
Ringer Volume

The switch used to adjust the ringer volume is located on the right side of the telephone base. To adjust the loudness of the ringing, slide the switch to the desired position of HI, LOW or OFF. The factory sets the ringer volume to the HI position.


Low profile design, hearing aid compatible.
Speed Dial Keys
Used to dial frequently called numbers from programmed memory.
Index Card
Used for listing stored caller information for speed dial.
Store Key
Used for storing memory locations.
Redial/Pause Key
Redials the last number dialed. Pause is used to program a 3 second delay in speed dialing.
Flash Key
Provides a 600ms timed line break. Useful to retrieve call-waiting calls.
Numeric Dial Pad
Large keys used for outbound dialing and programming memory locations.
Handset Volume Control Key
Controls the loudness of the handset when off hook.
In Use Light
Shows the line is in use when illuminated.
Message Retreival Button
Press to retrieve voicemail messages (if you subscribe to Message Manager).
Hold Key
Used to place caller on hold.







See chart on page 5 for description of connection points.

Programming a Speed Dial Key

1 While in 'OFF HOOK' state, press the **STORE** key.

2 Using the keypad, enter the number to be stored.

3 After entering the number, press the 'Speed Dial Key' location to store the number. The number for that location is now stored.

4 To exit, place the phone handset on base (ON HOOK).

5 To delete an incorrect entry, repeat steps 1, 3 and 4.

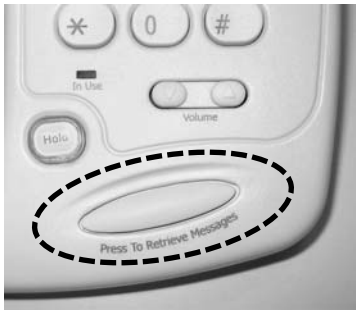
Placing a Call from a Speed Dial Location:

1 Lift the handset.

2 Press the Memory Location Key to dial the number.

Retrieving Messages

Message Retrieval Feature



1 If you lift the handset to make a call, and you hear an interrupted dial tone, this means you have a message in the voice mail (Message Manager).

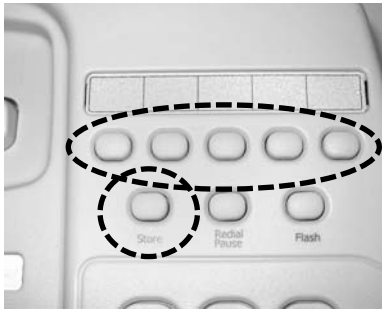
2 Press the Message Retrieval Button to automatically call your voice mail (Message Manager).

Note: The Message Retrieval Button must be programmed before messages can be retrieved. See page 10 for programming instructions.

Speed Dial Programming

The Regency 200 features 5 speed dial locations convenient for dialing frequently used telephone numbers. Each speed dial location can store up to 32 digits.

Prgramming Notes:



For program understanding, read these notes before beginning the programming process.

1 Speed dial programming must be done with the telephone plugged into the telephone line.

2 Telephone programming should be performed with the telephone off-hook.

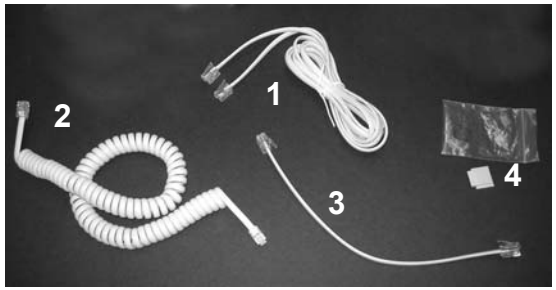
This table explains the labels in the diagram:

CONNECTION POINT	FUNCTION
Data port	Convenient port for connecting a computer, modem, base station for a cordless phone, fax or answering service. *Note: A safety plug found inserted in the data port must be removed before use.*
Handset jack	Modular receptacle for connecting the handset coil cord.
Line cord receptacle	Modular receptacle for connecting telephone line cord.

Checking the Parts List

Ensure you have the following parts:

1. 7' Modular telephone line cord.
2. 10' Modular coiled handset cord.
3. 8" Modular wall mount telephone line cord.
4. Wall mount clip.



Connecting the handset cord

1 Plug one end of the handset cord into the modular jack on the handset.

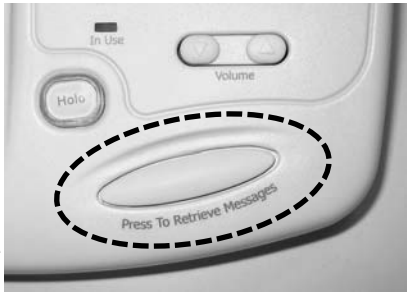
2 The remaining end of the handset cord plugs into the jack located on the left side of the base unit.

Message Retrieval Button Programming (Voice Mail)

The Regency 200 was designed with a Message Retrieval feature. When the Message Retrieval button is pressed, the set will automatically call voice mail systems (Message Manager). As an option, the Message Retrieval button can also store your voice mail password that is used to retrieve messages.

Programming the Message Retrieval Button

1 While in 'OFF HOOK' state, press the **STORE** key.



2 Using the keypad, enter the number required to call your voicemail system. If entering a password/PIN* number into memory following this number, be sure to add pauses after the telephone number sequence to cause a delay before the password is released.

3 After entering the number, press the Message Retrieval Button to store the number.

4 To exit, place phone handset on base (ON HOOK).

5 To delete an incorrect entry, repeat steps 1, 3 and 4.

* CAUTION: When a PIN or password is programmed into memory, other users can obtain the messages. A password is not required to be programmed.

Flash into Memory

The **FLASH** key is a storable function into memory that is used to provide a 600 milli second timed line break, like hanging up momentarily. This function may be required for accessing line features provided by your telephone system or local telephone company. For example, the **FLASH** is used to access line features such as Call Waiting. In a centrex application, it is convenient to program the **FLASH** function along with the system feature access code and labeling the speed dial position as CallPick-Up, Call Transfer, etc. Contact your system coordinator or local telephone company regarding special line features that you may have.

Note: The **FLASH** function counts as 1 digit when stored into a speed dial memory location.

Pause into Memory

The **PAUSE** key is used to program a 3 second delay into memory. A speed dial number may need to pause during its dialing sequence prior to entering the next set of digits to ensure proper connections

Note: The **PAUSE** function counts as 1 digit when stored into a speed dial memory location.

Connecting the line cord

1 If the telephone is to be desk mounted, plug one end of the 7' line cord into the modular jack at the rear of the telephone.

2 The remaining end of the line cord plugs into the jack located on the wall.

3 If the telephone is to be wall mounted, use the 8" line cord supplied instead. See also pages 7 - 8 for more information on wall mounting your telephone.

Wall Mounting the Telephone

1 First, remove the clip provided in the set by sliding it straight up (Figure 1) , and replace with the Wall Mount Clip found in the packaging, as shown (Figures 2-3).

Wall Mount Clip

Figure 1

Figure 2

Figure 3

Wall Mounting the Telephone (Continued)

2 The bottom of the Regency 200 has a mounting wedge that must be re-positioned for wall mount use. This wedge will allow the telephone to be at the correct angle when wall mounted. To install the wedge for wall mounting, press the two release tabs as shown (Figure 4). The wedge will snap off (Figure 5). Rotate the wedge 180 degrees and snap into place in the wall mount position (lower end of base)((Figure 6 & Figure 7).

Figure 4

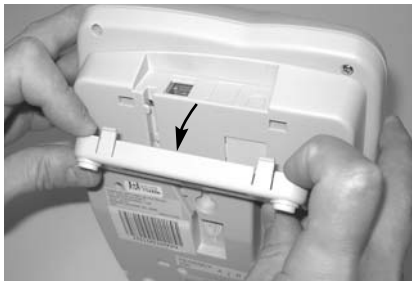


Figure 5

Figure 6

Figure 7

3 Insert the short line cord into the jack at the rear of the telephone. Plug the opposite end into the jack on wall.